

**FY2021 EMPG PROGRESS REPORT/REIMBURSEMENT REQUEST PACKAGE
DOCUMENTATION CHECKLIST:**

NOTE: Make sure your progress report/reimbursement request package is dated on or after the date on your award letter, which is 29 December 2021, and that you use the new EMPG05 and EMPG03 forms that I just now e-mailed to you. We cannot accept any of these EMPG05 or EMPG03 forms dated before the date on your award letter, as you cannot request funds before you have a grant award with us.

What we must have for your progress report/reimbursement request package submission for your EMPG project:

- ☐ Completed and signed FY21 Reimbursement Request form (EMPG05 form) for eligible EMPG expenses for time period being reported.
 - ☐ Associated backup documentation for reimbursement request [copies of year-to-date pay stub(s) or county payroll report(s), or any invoices or statements for non-payroll items, etc.]
 - ☐ Copy of county expense report(s) for time period of reimbursement request, showing all year-to-date expenses for Emergency Management department (to prove county match/overmatch situation)
- ☐ Completed and signed FY21 Statement of Work Report (EMPG02) for cumulative period being claimed for reimbursement
- ☐ Completed and signed FY21 Fiscal Report form (EMPG03) showing EMPG grant dollars being claimed on the top half of the form and matching share dollars (county Emergency Management dollars spent over and above what you are claiming from the grant reimbursement request) on the bottom half of the form, for the period being reported. This form should agree with your Reimbursement Request and associated backup documentation. Any claimed expense or reported match being listed in the "Other" category must include a separate detailed explanation of what that cost is, along with documentation to verify the expense.
- ☐ Any 2021 EMPG exercise activity that was able to be accomplished being reported in the online Kansas Exercise Tracking System (KETS) located at <https://www.kdemexercises.com/login>. If you need any personnel changes in KETS, please notify me.

Notes on Submitting Your EMPG Progress Report/Reimbursement Request Package:

- **All of the above forms should be submitted together as a package for the time period being reported, with this completed checklist on top. We cannot reimburse your county unless your reports are complete and accurate.**
- You may submit electronically (scan your signed forms and send via e-mail), or via fax or regular mail. It is not necessary to use overnight mail or registered mail. Please do not submit via more than one method at a time—for example, some counties will mail us a big envelope and then e-mail the entire package too. Then we have to compare every single page to see if there were any changes, etc.
- All forms containing a signature line must be signed and dated where indicated. FEMA auditors say a report is not valid unless signed.
- Do not submit your progress reports/reimbursement requests until you receive the notice-to-proceed from KDEM, in the form of your EMPG grant award letter.
- **Remember to submit a revised (actual) Budget form (showing your actual EMPG grant allocation for this year) with your first progress report/reimbursement request submission, if you did not submit a correct one with your grant application.**
- We must have your county's Title VI plan that covers Emergency Management before we can process your final payment for 2021 EMPG.
- Remember that, for counties receiving \$750,000 plus in Federal funding, including CARES Act funding, etc., an annual 2/CFR/A-133 audit report must be submitted to KDEM; if it is a requirement for your county and you promised to do so when you submitted your application package.
- If you publish an Emergency Management Annual Report for your county, we'd like to receive a copy of it.
- For Federal audit purposes, keep copies of all of your EMPG records for at least 3 years past the Federal grant performance period. For example, keep all your FY21 EMPG records until at least 30 September 2026.
- If you have any questions, please contact me.

My current contact info:

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